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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : C/Plans and Policy Staff

DATE: 20 January 1956

FROM : C/Junior Officer Training Program

SUBJECT: Weekly Activity Report #3  
11-17 January 1956A. SIGNIFICANT ITEMS

*No Ties*

*[Large redacted box]*

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2. [redacted] has completed a ninety-day TDY in preparation for a PCS assignment [redacted]. The specifics of this assignment are outlined in the attachment to this report. Coming as it did after comprehensive training in courses offered by OTR, it provides the best preparation thus far devised in the JOT Program for anticipating the problems of the case officer in a foreign country. Attention is called to the different but somewhat similar type of training experienced by [redacted]. Advantages are that the JOT becomes familiar with operational exercises in actual practice but under relatively secure environment, thus giving him additional experience to that gained in training courses before he faces field conditions.

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3. It has been arranged that [redacted] will be transferred to this Office to assist in the operation of the JOT Program. This addition to our staff comes at a highly propitious time and should result in greatly increased effectiveness of the Program. [redacted] is warmly welcomed and we are eagerly looking forward to our association with him.

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B. NORMAL ACTIVITIES

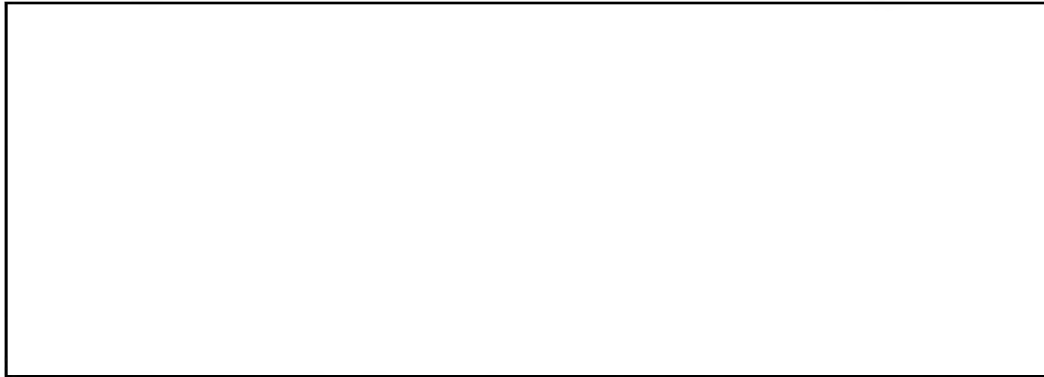
1. Meetings were held with officials on the indicated subjects:

[redacted] development of training programs  
for JOT's

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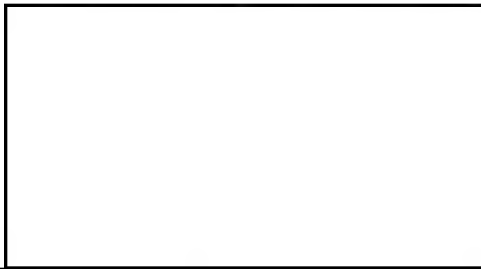
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B.1.



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2. JOT's have been assigned for on-the-desk training as follows:



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3. [redacted] has returned from a ninety-day TDY. It is planned for him to go overseas within a month. (See A.2. above)

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4. [redacted] has completed his training and has been permanently transferred to WE-2.

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5. Interviews with JOT's were held on the indicated subjects:



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6. Plans have been submitted to [redacted] for the layout of new JOT quarters in Wing D, Alcott Hall. It is worth noting that [redacted] has been extremely cooperative in his attention to this problem. It is hoped that these quarters will be ready by 20 February and not later than 1 March.

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C. PERSONNEL NOTES:



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2. Interviews were held with three candidates.

3. Of thirteen new files reviewed, two candidates were invited to Washington for testing and medical exam, nine were scheduled for field testing, one was put in suspense, and one was rejected.

4. A request for a personnel action (true) was submitted on Oehmler.



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Attachment